



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

## HOUSING DEVELOPMENT OFFICER DEPARTMENT OF COMMUNITY DEVELOPMENT HOUSING SERVICES BUREAU

### **THE POSITION**

The Housing Development Officer reports to the Housing Services Bureau Manager and is responsible for implementation of policies, plans and projects to facilitate the creation and preservation of affordable housing in Long Beach. Currently directing a staff of four, the Housing Development Officer serves as staff to The Long Beach Housing Development Company (LBHDC), a non-profit organization established by the City to assist in housing preservation and creation for low- and moderate-income, disabled and senior citizen households. Primary funding sources for these efforts are redevelopment set-aside funds, Federal HOME funds, State loan programs, bond proceeds and private loans.

### **EXAMPLES OF DUTIES**

- Manages and evaluates ongoing affordable housing programs and projects.
- Reviews and evaluates programs and projects from outside sources.
- Identifies and develops new projects and programs.
- Interacts with City Council offices, other City departments, developers, lenders, realtors and the general public.
- Prepares and reviews agendas, memos, correspondence and reports, including technical reports required by the State and Federal governments.
- Performs real estate acquisition and sales, as well as contract and finance negotiations.
- Supervises and trains staff and oversees the work of consultants.
- Seeks and develops new funding sources.
- Attends LBHDC monthly Board and Committee meetings.
- Performs budget preparation and management.
- Monitors changes in Federal, State and local housing related laws.
- Develops and implements community education and awareness efforts.

### **QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in a related field, and at least five years of progressive supervisory or management experience in the development of low- and moderate-income, senior citizen or disabled housing policies, plans and projects.

### **SALARY**

The starting salary for this position is from \$60,000s to high \$70,000s. Initial placement will be determined based on qualifications with increases under a merit pay plan.

### **SELECTION PROCEDURES**

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until **5:00 p.m. Friday, September 30, 2005**. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when submitting your letter of interest. Submit your letter and resume to:

**ATTN: Housing Development Officer Recruitment  
Department of Community Development  
333 W. Ocean Blvd., Third Floor  
Long Beach, CA 90802**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with disabilities Act of 1990. This information is available in an alternative format by request to (562) 570-6922.